

A Parent Handbook for Career Development

Dear Parents,

You are, and will continue to be, the major influence in the lives of your children. You know your child's interests, abilities, goals and dreams better than anyone else. You spend the most quality time with them and also have the strongest interest in their well-being and success.

As children enter kindergarten and begin their journey through the educational system, they are filled with dreams, excitement, challenges, and amazement in the environment of the school setting. This is the time when children begin to form opinions and attitudes that will remain with them throughout their lives. As they progress through the educational system from elementary into middle/junior high, to high school and into post high school education or work, parents have the responsibility to help their children develop a positive self-image, know and understand their individual skills, and assist them to relate these to effective educational and career goal planning. The world of the 21st century will hold challenges that we cannot imagine.

Research shows that family support is more important to school success than a student's IQ, economic status, or school setting. Children don't need to be geniuses to succeed. However, in our high-skill world, they need to understand that knowledge, skills and attitudes are the keys to success in the 21st century.

The purpose of this handbook is to give you ideas and suggestions to enjoy the adventure of exploring the many opportunities that are available to your children today. One of the greatest gifts a parent can offer is to nurture a sense of hope and excitement about the future. Discover what you can do to make a difference at school and home, and the steps to insure your child's future.

This important responsibility is shared by you and your child, and we hope you will use this handbook to help pave the road to their **dreams** and their future success.

Iroquois-Kankakee Counties Education to Careers Partnership
P. O. Box 671, 4 Dearborn Square
Kankakee, IL 60901

Phone: 815-929-2380 FAX: 815-935-8792

www.pathfinder.ikan.k12.il.us

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Employment Trends



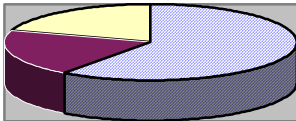
As employment opportunities rapidly change, they affect how we approach our educational and long term career goals. There are many factors influencing the job market our children will enter including the following:

- **Computers** and other **technologies** influence virtually every aspect of our lives.
- Many U.S. companies now operate in an **international economy**, thus creating greater competition at home and abroad.
- Individual achievement is being replaced by **team focus**. Strong interpersonal skills are becoming an increasingly important condition for employment.
- Companies are **streamlining** for greater profitability with more focus on **temporary** workers and part timers.
- **Skills** needed to get and keep a job are continually changing; therefore, all workers need to be dedicated to continuous, **lifelong learning**.
- Rapidly developing technology has changed the tools of doing business with more demand for **specialists** than generalists.
- About **85%** of all jobs in the future will require two years of postsecondary technical training and/or four years of higher education.
- Although many jobs have been eliminated, a **new business is created every eight seconds** in the U.S.
- Most people will **change careers an average of seven times** before they retire.
- Employees must know and be able to **communicate** their **skills, values, interests**, etc. People who **take risks** and think **creatively** will be valued and rewarded.

What Has Changed

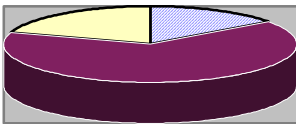
By 2000, only 15% of U.S. jobs will require a high school diploma or less, but 85% will require a minimum of two years postsecondary technical training or a four year college degree to get a job. The job market has changed dramatically in the last 50 years:

1950



- 60%-High school diploma or less
- 20%-2 year postsecondary technical training
- 20%-4-year college degree

2000



- 15%- High school diploma or less
- 2%-2 year postsecondary technical training
- 83%-4-year college degree

Source: Bureau of Labor Statistics

Career Planning Timetable

<p>Early Childhood</p> <p>Birth-6</p>	<p>Developmental Tasks</p> <ul style="list-style-type: none"> • Establishing trust with significant others, especially parents • Developing confidence in the ability to do things for themselves <p>Career Planning Tasks</p> <ul style="list-style-type: none"> • Imagination, play, fantasy roles <p>Parental Involvement</p> <ul style="list-style-type: none"> • Discuss and encourage multiple options • Use self as strong role model • Introduce child to diverse role models • Encourage imaginative thinking <p>What Not To Do</p> <ul style="list-style-type: none"> • Do not perpetuate stereotypes and limitations • Do not yet administer formal career assessment “testing”
<p>Later Childhood</p> <p>Age 6-12</p>	<p>Developmental Tasks</p> <ul style="list-style-type: none"> • Formal education, projects, peer activities • Wider circle of role models, strong same-sex friendships • Able to concentrate longer, learn to read, think abstractly <p>Career Planning Tasks</p> <ul style="list-style-type: none"> • Fantasy, growth stage • Apply themselves to school work and chores • Demanding school work and social expectations <p>Parental Involvement</p> <ul style="list-style-type: none"> • Maintain position as positive role model and provide consistent encouragement of diverse alternatives • Help with homework and school projects • Establish routine chores, allowance, odd jobs, and bank accounts <p>What Not To Do</p> <ul style="list-style-type: none"> • Do not let odd jobs get in the way of academic success • Do not get discouraged when experimentation produces an apparent lack of focus and commitment
<p>Early Adolescence</p> <p>Ages 12-14</p>	<p>Developmental Tasks</p> <ul style="list-style-type: none"> • Adapt to self-image, egocentrism, “all eyes on me” • Adapt to physical and hormonal changes <p>Career Planning Tasks</p> <ul style="list-style-type: none"> • First jobs (e.g., paper route, baby sitting) • Interests emerge through extracurricular activities • Transition to high school <p>Parental Involvement</p> <ul style="list-style-type: none"> • Maintain position as positive role model, empathize • Support and maintain early work experience • Maintain active role in school activities • Praise development of abilities and responsible behavior <p>What Not To Do</p> <ul style="list-style-type: none"> • Do not make disparaging remarks about appearance or motivation • Do not downplay social dilemmas and teenage concerns • Do not do their after-school work for them

Career Planning Timetable (cont.)

<p>Later Adolescence</p> <p>Ages 15-17</p>	<p>Developmental Tasks</p> <ul style="list-style-type: none"> • Work through nonconformity, self-awareness • Development of unique identity • Self-consciousness subsides • Relationships develop <p>Career Planning Tasks</p> <ul style="list-style-type: none"> • Part-time work • Tentative career choices, exploration of options • Decisions about college, post-high school plans <p>Parental Involvement</p> <ul style="list-style-type: none"> • Discuss potential consequence of decisions • Introduce to contacts, informational interviews • Help them work through life balance issues - how to succeed at school, at work, and with social relationships <p>What Not To Do</p> <ul style="list-style-type: none"> • Do not dismiss their ideas for the future • Do not force your ideas for colleges and majors • Do not assume they no longer need your involvement
<p>Young Adulthood</p> <p>Ages 18-22</p>	<p>Developmental Tasks</p> <ul style="list-style-type: none"> • Independence • Development of unique, separate identity • Strong relationships and connections with others <p>Career Planning Tasks</p> <ul style="list-style-type: none"> • High school graduation • College, entry into workforce • Professional development and identification with work • Trial and error <p>Parental Involvement</p> <ul style="list-style-type: none"> • Support decisions • Encourage contingency plans and ongoing development • Express pride and empathy • Welcome assistance of other mentors and role models <p>What Not To Do</p> <ul style="list-style-type: none"> • Do not say "I told you so" if something doesn't work out • Do not enable young adults to do nothing, encourage independence

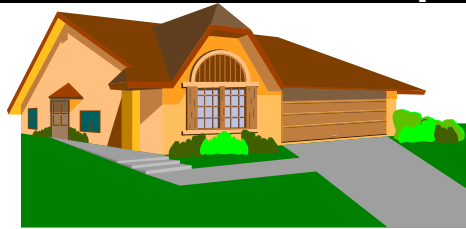
Source: *Career Coaching Your Kids*, David H. Montrose, Theresa Kane, and Robert Ginn.Davis-Black Publishing, 1997.

Parents - The Greatest Influence

Parents have the greatest influence over their children's career choices. Children need guidance to choose the best educational and career path, and parents are in the best position to help them.

- You have the best knowledge of your child's interests and abilities.
- You have the strongest interest for their well-being and success.
- You spend time with your children; therefore, you can help cultivate a variety of career considerations.
- You are their first role models.
- You can instill a positive view of all kinds of work and career planning.

Home: The First Workplace



Sharing responsibilities and making decisions at home develop work skills at an early age. When children learn to resolve problems and work as a team within their family structure, they develop important work skills.

Action Steps to Help Your Child Develop Important Work Skills:

- ✓ Planning family meals for a week.
- ✓ Setting up and organizing a family outing.
- ✓ Discussing how problem situations are resolved.

Be a role model. Children learn by example, and by doing. Allow the home to be their first, positive work environment.

What Parents Can Say

Goals
Future ? Hopes
Dreams

Parents can nurture a sense of hope and excitement about the many opportunities their children have in the world of work. This is one of the greatest gifts you can give your children. Therefore, it's important that you, as a parent, talk with your children. Here are some ideas for conversation:

- Discuss their goals, dreams and hopes for the future. Allow their imaginations to soar, never discouraging the flight.
- Ask your child what interesting jobs he or she has seen or experienced. Find out what your child thinks is good or bad about the job. Discuss the training needed for that particular career.
- Tell your children what you like or dislike about your current or past jobs. If you have changed jobs or careers over the years, talk about what has changed and why. Describe your education, training and skills.

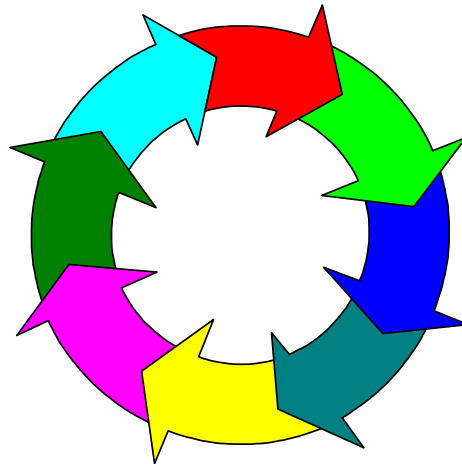
Talk to adult friends and extended family members about their career choices and education/training. Ask if your child can visit the work site and learn more about their jobs.

What Parents Can Say (cont.)

What if my child does not seem interested in career planning?

Decisions about the future may be overwhelming to your child. Each child develops interests and makes decisions according to his or her own timetable. Also, career planning/lifework planning is not a “one-size-fits-all” process.

It is not unusual for a child to change his or her mind often about career choices. Keep in mind that most workers will change careers an average of seven times throughout their working lives. Your own career may have gone through several changes or evolutions.



Remember, you do not need to drill your child about career plans. You can simply ask your child about his or her interests, or likes and dislikes. You can then use the discussion as a springboard to talking about how these things might be important to future career plans.

Eventually, your son or daughter will want to make a decision about how to earn a living as an adult. When your child is ready to talk about the future, be prepared to discuss the various decisions which must be made. Sometimes good career planning may be as simple as just being available for your child.

How Parents Can Help Their Children Develop Self Confidence



Self-Confidence or faith in oneself is needed to achieve success in school, make good career decisions and responsible life choices. Parents can help their child develop that all important confidence.

For instance:

- Provide positive reinforcement whenever possible; reward and praise your child's achievements.
- Teach your child the power of wise decision making; you can show how good judgment leads to positive results by setting up achievable goals and tasks (saving money for a large purchase, for instance).
- Become active in your child's choice of friends and activities; encouraging positive friendships and participation in constructive activities; attend sporting events, plays and recitals. Drive them to movies, concerts and other outings.
- Be active in your child's school career. A student will take school - and the future, more seriously knowing that his or her parents are attending conferences, job fairs, career nights and school board meetings.

Lift Limitations

- Encourage your child to explore his or her own interests, capabilities and dreams. When children are excited about their future, they'll naturally develop the drive and persistence needed to make dreams come true.
- Keep an open positive mind to their choices. The opportunities available to today's children are greatly different from what was available to you, their parents.
- Encourage your child to imagine how things will change in his or her lifetime.

Discuss Success

Success can be defined in many ways: personal expression, self-fulfillment, family connections, financial independence, career achievement, social standing or community involvement, among others. A successful career is measured by much more than dollar signs or academic degrees. It is important for you to help your child define what success means to him or her, and then help your child find a way to achieve it.

How Parents Can Help Their Children Develop Goals

If children are to succeed, they need goals and accountability to achieve these goals. Maintaining clear and achievable expectations of both your child and the school he or she attends will ensure success.

Action Steps for Higher Expectations and Better Students:

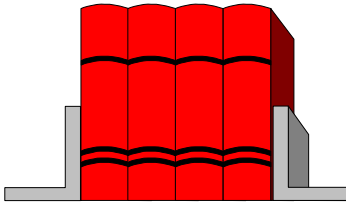
- √ Require your child to do age-appropriate chores around the house.
- √ Model responsible behavior.
- √ Make certain that schools maintain high expectations for academic performance.
- √ Ask for a clear articulation of skills and knowledge being taught in the schools.
- √ Check to see that schools are focusing on essentials skills.
- √ Ask your children about their school day, what they learned, and about homework.
- √ Work with teachers to set high goals for your child.
- √ Call the teacher, if necessary, to find out assignments.
- √ Look over assignments well before bedtime. Check for attention to detail, completeness, and little things such as the child's name at the top of the page.
- √ Praise both the finished product and the diligence it took your child to get there. Go over teachers' comments together.
- √ Discuss family schedules to allow children to plan homework, For teenagers, keep in mind that complex assignments require coordination.
- √ Support school activities. Volunteer to chaperone, be a room-parent or a field trip coordinator.

Quattrociocchi, Susan M. and Peterson, Barbara. *Giving Children Hope and Skills for the 21st Century*. 1996.

How Parents Can Help Their Children Develop Skills

When we help develop our children's skills, we help them develop the traits they'll need for success in both school and the work place. A skill is the capacity to do something well. Many of the skills we develop at home and at school - mathematics, reading, writing, interpersonal communication, manual dexterity and artistic skills, for instance, are the same skills needed for success in the job market.

Increase Reading Levels



A higher reading level directly correlates to a higher income. Educational experts all agree that reading skills are even more dependent on home activities than math or science skills. That's why it is important to read aloud to children each and every day. The U.S. Department of Education estimates that if adults spent one hour reading or helping with schoolwork five days a week, the value to our children would double the current \$230 billion dollars spent each year on education.

Action Steps for Better Readers

- ✓ Spend 20 minutes a day reading to preschoolers.
- ✓ Have older children read to you, or take turns reading.
- ✓ Discuss the content of what you (or they) have read.
- ✓ Tell stories, encouraging children to retell the story to foster call/recall skills.
- ✓ Let kids see *you* read at least 20 minutes a day.
- ✓ Keep lots of quality reading material around the house.
- ✓ Ask librarians for recommendations of good books.
- ✓ Encourage fifth through ninth graders to read Newberry Award-winning books.

* Quattrociocchi and Peterson

Parents Can Help Their Children Develop Skills (cont.)

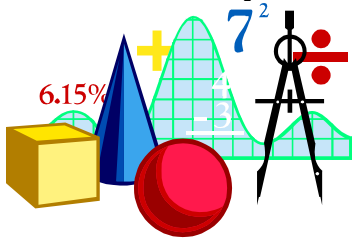
Math Mastery

A familiarity with high school math is a must for workers in the 21st century. This means being able to measure, calculate fractions, use percents and decimals, make comparisons, complete word problems, and mastery of algebra and geometry concepts.

According to educators, other important skills include: rounding off numbers, estimating, looking for patterns, illustrating mathematical problems, breaking tasks into smaller units, working backwards toward an answer, and eliminating possibilities to arrive at ultimate solutions. All these can be made into games during time spent with children.

The U.S. Department of Education reports that there is a strong correlation in children's math test scores with three surprisingly non-mathematical factors: regular school attendance, plenty of reading materials in the home, and limited television watching.

Action Steps for Better Math Scores



- ✓ Explain fractions and measurements while cooking.
- ✓ Illustrate percentages with pennies and dollars.
- ✓ Keep a chart of daily temperatures.
- ✓ Play simple math games such as "how far is it?"
- ✓ Have your child check the grocery receipt, including calculating prices.
- ✓ Model persistence and pleasure with mathematics.
- ✓ Make math a part of family routines.

* Quattrocioni and Peterson

How Parents Can Help Their Children Develop Skills (cont.)

SKILLS come in many forms. Some are specific and easy to demonstrate, like reading and mathematics. Others are not as easy to demonstrate, like getting along with others, solving problems, making decisions, and being a team player. These are equally important to employers trying to compete in an ever-changing economic landscape.

Action Steps for Better Thinking Skills



Have your child:

- ✓ Act as navigator on a family outing.
- ✓ Follow a new recipe.
- ✓ Learn the rules of a game by following directions.
- ✓ Build a model using schematics.
- ✓ Experience the consequences of a decision.

* Quattrociochi and Peterson



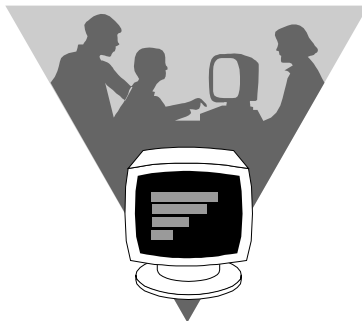
Action Steps for Better Team Players

- ✓ Involve children in family discussions or decisions, as appropriate for their age and maturity level.
- ✓ Give kids important jobs to do within the family.
- ✓ Teach them to get along with others.
- ✓ Emphasize that learning takes place in groups, whether on school projects or team activities such as sports, music, theater or volunteer programs.
- ✓ Practice mature conflict resolution.
- ✓ Recognize that others depend on them, and they depend on others.
- ✓ Help children develop good interpersonal and social skills.

* Quattrociochi and Peterson

How Parents Can Help Their Children Develop Skills

The forces of technology and global competition have caused the creation of brand new jobs, and with these jobs comes the need to develop brand new skills. More than ever before, people must rely on acquiring and developing skills in order to be successful in the job market. Also, an important element in the jobs of tomorrow is the ability to work comfortably with technology. Encourage your child to experiment with different technologies and to become proficient with computers.



Action Steps for Skill Development:

- √ Expect all homework and school assignments to be done completely, and neatly.
- √ Give praise for a job well done, and discuss jobs done incompletely, and on time.
- √ Help children be punctual for school and other appointments.
- √ When you have to stay late for work, explain to your child that sometimes you, too have to sacrifice to do a good job.

- √ Demonstrate how to perform household tasks properly.
- √ Maintain high standards for chores around the house.

- √ Introduce your child to all aspects of a technical field, including business, artistic, social and customer service perspectives.
- √ Discuss new technologies and how they change our lives.
- √ Work with schools to see that creative, mathematical, scientific, and people skills are taught.
- √ Encourage your child to brainstorm solutions to technical and human problems.
- √ Encourage your child to think critically, questioning purpose and logic, while following through with his/her creative, constructive solutions.
- √ Discuss ways to improve products, processes and services with your children.

* Quattrociocchi and Peterson

Exploring Career Clusters is Fun

With more than 30,000 different careers in this country, it is often difficult for young people to focus their varying interests and to learn about the numerous opportunities available in the world of work. Dividing the job market into Career Clusters helps students view future job possibilities more clearly and makes the career decision-making process much easier.

What Are Career Clusters?

Career Clusters are occupations that are grouped together because so many people in these professions share similar interests and strengths. Clusters include numerous occupations that require varying degrees of education and training. Selecting a Career Cluster provides students with an area of focus along with flexibility and a variety of opportunities to pursue. By choosing a Career Cluster, a student can prepare for the future regardless of his or her specific abilities, goals, or level of education. When a student decides on a Career Cluster, he or she is not making a permanent commitment; that student is merely exploring the multiple possibilities in that particular field.

The process of exploring Career Clusters with your child is fun, so let's get started!

Guide your child through this exercise.

Step One: Get to know yourself, a simple interest inventory for students! Have your child identify his/her interests, abilities, and talents by answering the questions on page 17. They simply circle as many activities and qualities that sound interesting to them. At the bottom of each box, add the total number of activities circled.

Step Two: Match the highest number with the corresponding Career Clusters on page 18.

- #1 Arts and Communications
- #2 Business, Management, and Computer Technology
- #3 Health Services
- #4 Human Services
- #5 Engineering and Industrial Technology
- #6 Natural Resources/ Environmental Sciences

Step Three: Begin to look at careers! Consider careers in each cluster in relation to your child's strengths. Look at the list of careers on pages 19-24. Find out more about those that are most interesting through research, job shadowing, part-time jobs, internships, and interviewing professionals.

GET TO KNOW YOURSELF! - CAREER SURVEY

ACTIVITIES THAT SOUND INTERESTING

1. reading or writing stories or articles
2. designing and building scenery for play
3. taking photographs
4. acting in a play or movie
5. listening to/ playing music
6. designing clothing, brochures and/ or posters

MY PERSONAL QUALITIES

1. imaginative
2. creative
3. outgoing
4. expressive
5. performer

IN MY FREE TIME I WOULD ENJOY

1. working on the school paper or yearbook
2. acting in a play
3. painting pictures, drawing

SCHOOL SUBJECTS/ ACTIVITIES THAT I ENJOY OR DO WELL IN

1. social studies
2. choir/ chorus/ band
3. creative writing
4. art

Total # circled: ☐ 1

Career Cluster: _____

ACTIVITIES THAT SOUND INTERESTING

1. interviewing people
2. using computer programs
3. winning a sales contest
4. being captain/ leader of a team
5. working with numbers
6. dealing with money

MY PERSONAL QUALITIES

1. practical
2. independent
3. organized
4. leader
5. like to be around people

IN MY FREE TIME I WOULD ENJOY

1. being in a speech contest or debate
2. surfing the Internet
3. starting my own business

SCHOOL SUBJECTS/ ACTIVITIES THAT I ENJOY OR DO WELL IN

1. speech
2. language
3. math
4. marketing

Total # circled: ☐ 2

Career Cluster: _____

ACTIVITIES THAT SOUND INTERESTING

1. preparing medicines in a pharmacy
2. helping sick people
3. working with animals
4. helping with sports injuries
5. studying anatomy and disease
6. performing surgery

MY PERSONAL QUALITIES

1. compassionate and caring
2. good listener
3. good at following directions carefully
4. conscientious and careful
5. patient

IN MY FREE TIME I WOULD ENJOY

1. volunteering in a hospital
2. taking care of pets
3. exercising and taking care of myself

SCHOOL SUBJECTS/ ACTIVITIES THAT I ENJOY OR DO WELL IN

1. math
2. science
3. biology
4. chemistry

Total # circled: ☐ 3

Career Cluster: _____

ACTIVITIES THAT SOUND INTERESTING

1. helping people solve problems
2. working with kids
3. working with elderly people
4. preparing food
5. being involved in politics
6. solving a mystery

MY PERSONAL QUALITIES

1. friendly
2. open
3. outgoing
4. good at making decisions
5. good listener

IN MY FREE TIME I WOULD ENJOY

1. helping to solve my friends problems
2. helping with a community project
3. coaching/ tutoring kids

SCHOOL SUBJECTS/ ACTIVITIES THAT I ENJOY OR DO WELL IN

1. language arts
2. history
3. speech
4. math

Total # circled: ☐ 4

Career Cluster: _____

ACTIVITIES THAT SOUND INTERESTING

1. putting things together
2. designing buildings
3. working on cars, mechanical things
4. using advanced math to solve problems
5. fixing something that is broken
6. using tools

MY PERSONAL QUALITIES

1. practical
2. like using my hands
3. logical
4. good at following instructions
5. observant

IN MY FREE TIME I WOULD ENJOY

1. building models
2. drawing sketches of cars, mechanical things
3. inventing a new product

SCHOOL SUBJECTS/ ACTIVITIES THAT I ENJOY OR DO WELL IN

1. math
2. geometry
3. woodworking
4. science

Total # circled: ☐ 5

Career Cluster: _____

ACTIVITIES THAT SOUND INTERESTING

1. being out of doors
2. predicting or measuring earthquakes
3. growing flowers/ trees, gardening
4. studying rocks and minerals
5. raising fish or other animals
6. working in a chemistry lab

MY PERSONAL QUALITIES

1. curious
2. nature lover
3. physically active
4. problem solver
5. observant

IN MY FREE TIME I WOULD ENJOY

1. camping
2. going to a nature trail
3. experimenting with a chemistry set

SCHOOL SUBJECTS/ ACTIVITIES THAT I ENJOY OR DO WELL IN

1. math
2. geography
3. biology
4. geometry

Total # circled: ☐ 6

Career Cluster: _____

Career Clusters

(1) Arts and Communications

Occupations in this path are related to the humanities and the performing, visual, literary, and media arts. These may include architecture, interior design, creative writing, fashion design, film, fine arts, graphic arts, graphic design and production, journalism, languages, radio, television, advertising, and public relations.

(2) Business, Mgmt., and Computer Technology

Occupations in this path are related to the business environment. These may include entrepreneurship, sales, marketing, computer/information systems, finance, accounting, personnel, economics, and management.

(3) Health Services

Occupations in this path are related to the promotion of health and the treatment of disease. These may include research, prevention, treatment, and related technologies.

(4) Human Services

Occupations in this path are related to economic, political, and social systems. These may include education, government, law and law enforcement, leisure and recreation, delivery, military, religion, child care, social services, and personal services.

(5) Engineering and Industrial Technology

Occupations in this path are related to the technologies necessary to design, develop, install, and maintain physical systems. These may include engineering, manufacturing, construction, service, and related technologies.

(6) Natural Resources/ Environmental Sciences

Occupations in this path are related to agriculture, the environment, and natural resources. These may include agricultural sciences, earth science, environmental sciences, fisheries, forestry, horticulture, and wildlife.

Career Possibilities in Arts and Communications (1)

Communications Occupations

Audio-Visual Specialist
Broadcast Technician
Communications Manager
Editor
Interpreter/ Translator

Public Relations Specialist
Radio/ TV Announcer
Reporter
Writer

Performing Arts Occupations

Actor
Choreographer
Coaches/ Instructors
Composer

Dancer
Model
Musician
Producer/ Director
Professional Athlete

Visual Arts Occupations

Animator
Artist
Designer
Fashion Designer
Floral Designer/ Florist

Graphic/ Commercial Artist
Interior Designer
Jeweler/ Silversmith
Motion Picture Projectionist
Photographer

Career Possibilities in Business Management and Computer Technology (2)

Administrative Support, including Clerical

Bank Teller
Cashier
Court Clerk
Data Entry Keyer
Dispatcher, Emergency Vehicles

Insurance Adjuster/ Examiner
Medical Secretary
Payroll Clerk
Receptionist
Title Examiner/ Searcher

Computer, Mathematical, and Operations Research Occupations

Actuary
Computer Programmer
Computer Systems Analyst
Credit Analyst

Internet Executive
Mathematician
Statistician
Webmaster

Executive, Administrative and Managerial

Accountant/ Auditor
Administrative Services Manager
Budget Analyst
Education Administrator
Entrepreneur
Financial/ Securities Manager
Food Services Manager
Hotel/ Motel Manager
Human Resources Manager
Loan Officer/ Counselor
Management Analyst
Marketing, Advertising and
Public Relations Manager

Medicine and Health Service Manager
Office Manager
Office Worker/ Clerical Supervisor
Personnel, Training, and Labor Relations
Manager
Postmaster
Property and Real Estate Manager
Purchasing Agent/ Manager
Supply Chain/ Logistics
Underwriter
Recreation Facilities Manager
Retail Sales Manager/ Supervisor

Marketing and Sales Occupations

Advertising Sales Agent
Insurance Sales
Real Estate Sales Agent/ Broker

Sales Representative
Travel Agent

Career Possibilities in Health Services (3)

Health Assistants

Dental Assistant
Home Health Aides
Medical Assistant
Nurse Assistant

Occupational Therapy Assistant
Pharmacist Assistant
Psychiatric Aide

Health Diagnosis, Assessment and Treatment

Audiologist
Chiropractor
Dentist
Occupational Therapist
Osteopath
Pharmacist
Pharmacologist
Physical Therapist

Physician
Physician's Assistant
Recreational Therapist
Registered Nurse
Respiratory Therapist
Speech Pathologist
Surgeon

Health Technologists and Technicians

Cardiology Technologist
Dental Hygienist
Dental Laboratory Technician
Diagnostic Medical Sonographer
Dialysis Technician
Electrocardiograph Technician
Emergency Medical Technician
Licensed Practical Nurse

Medical/ Clinical Laboratory Technician
Medical Technologist
Nuclear Medicine Technologist
Optician, Dispensing and Measuring
Psychiatric Technician
Radiographer/ Radiological Technologist
Surgical Technician / Technologist

Career Possibilities in Human Services (4)

Education

Child Care Provider
Education Administrator
Elementary Teacher
Librarian
Preschool Teacher

Secondary Teacher
Special Education Teacher
Teacher Aides/ Paraprofessionals
Vocational Education Teacher
Vocational Rehabilitation Counselor

Food and Beverage Preparation Service

Baker/ Bread and Pastry
Butcher/ Meat Cutter
Chef
Dietitian/ Nutritionist

Food Preparation Worker
Food Service/ Lodging Manager
Hostess
Waiter/ Waitress

Government/ Non-Profit

Elected Officials
Foreign Ambassador

Legislative Assistants
Non-Profit Administrators

Legal Occupations

Clerk
Judge

Lawyer
Paralegal

Personal Service Occupations

Flight Attendants
Funeral Director/ Mortician
Hairdresser/ Cosmetologist/ Barber

Nail Technician
Professional Organizer

Protective Service Occupations

Correctional Officer
Fire Fighter
Guard/ Security Officer

Police Officer/ Detective
Private Investigator

Religious Occupations

Clergy

Social Scientists and Urban Planners

Archeologist
Archivist/ Curator
Economist

Political Scientist
Psychologist
Sociologist

Social Service Occupations

Recreation Worker

Social Service Worker

Career Possibilities in Engineering and Industrial Technology (5)

Architects, Surveyors and Cartographers

Architect	Surveyor
Geographer	

Construction Trades and Extractive Occupations

Brickmason	Insulation Worker
Carpenter	Painter/ Paperhanger
Carpet Installer	Plasterer
Construction Manager	Plumber/ Pipefitter
Electrician	Roofer
Glazier	Sheet Metal Worker

Engineering and Engineering Technology

Aerospace/ Aeronautical Engineer	Flight Engineer
Chemical Engineer	Mechanical Engineer
Civil Engineer	Metallurgical Ceramic/ Materials Engineer
Computer-Aided Design Technician	Mining Engineer
Computer Engineer	Nuclear Engineer
Drafter	Pollution Control
Electrical Engineer	Solar Energy Systems Designer

Machinists and Industrial Production Occupations

Boilermaker	Numerical Control Machine Setup Operator
Electroplating Machine Operator/ Setter	Sewing Machine Operator, Garment
Laundry/ Dry-Cleaning Machine Operator	Tool and Die Maker
Machinist	Welder/ Cutter
Millwright	Welding Machine Operator

Mechanics, Installers and Repairers

Aircraft Mechanic	Laser Technician
Automotive Body Repairer	Line Installer/ Repairer
Automobile Mechanic	Marine Engine Mechanic
Diesel Engine Mechanic	Office Machine Repairer
Electronics Repairer	Robotics Technician
Farm Equipment Mechanic	Small Engine Specialist
Heating, Air-Conditioning, and Refrigeration Mechanic	Telephone Technician
Heavy Equipment Mechanic	Upholsterer
Industrial Machinery Mechanic	Wireless Technician

Plant and Systems Operators

Line Supervisors and Managers	Production Inspectors/ Quality Control
Power Generating Plant Operator	Water and Sewage Treatment Plant Operator

Printing Occupations

Lithograph Press Operator	Photographic Process Worker
Photoengraving/ Lithographing Machine Operator	Typesetting Machine Operator

Transportation and Material Moving Occupations

Airplane Pilot	Inbound Tour Guide
Helicopter Pilot	Truck Driver

Career Possibilities in Environment/Natural Resources (6)

Agriculture/ Forestry/ Fishing Occupations

Agronomist
Animal Caretaker
Animal Scientist
Artificial Breeding Distributor
Biological/ Agricultural Technologist
Farm Machinery Operator
Farm Manager
Farmer

Fish and Game Warden
Forestry Worker
Gardener/ Groundskeeper
Horticulturist
Landscape Gardener
Nursery Manager
Nursery Worker

Life Scientists

Agriculturist and Food Scientist
Anatomist
Biochemist
Biochemistry Technologist
Biological Scientist
Botanist
Environmental Scientist

Forester/ Conservation Scientist
Geneticist
Microbiology Technologist
Soil Conservationist
Veterinarian
Zoologist

Physical Scientists

Astronomer
Chemist
Geologist

Meteorologist
Weather Observer

How Parents Can Help Their Children Explore and Link to Occupations...

There are a variety of ways to assist your student in exploring his or her career cluster.

Action Steps to Help Your Child Explore Career Options:

- √ Take your child on field trips to the library, zoo, museum, park or botanical garden. Interesting jobs and job skills are demonstrated at each of these locations.
- √ Read stories to your child which involve characters in traditional and nontraditional jobs. These stories can provide a springboard for discussing lifework planning.
- √ Discuss with your child the various jobs you read about or see being performed while on outings.
- √ Check out the public library for books, videos and other career planning resources. Many public libraries now offer free access to the Internet.

Part-Time Jobs

The job your son or daughter performs after school or on weekends is a very important first step on their lifelong career path. Part time jobs give emphasis and relevance to the many skills needed in the world of work, such as promptness, dependability, hard work, honesty, communication, and the ability to follow directions.

Action Steps for Part -Time Jobs

- √ Encourage your child to choose a job that matches his or her interests or strengths.
- √ Encourage him or her to explore different kinds of jobs to get a feel of various work situations.
- √ Check with your child's school counselor to see if your school offers credit for work activities.

How Parents Can Help Their Children Explore Other Activities...

Since we spend so much of our adult life at work, it is important to choose a career that is personally satisfying. Sometimes a chosen field turns out to be something we dislike. Encourage your children to explore a field before pursuing it through work based learning. **Work-based learning** experiences are practical, effective ways of linking your child to occupations. Work-based learning can:

Link to real-world occupations (e.g.) A love of drawing can lead to a career in graphic arts, illustration, printing or fine arts; a fascination with computer games can lead to a career in software design, computer animation, programming and multimedia.

Link interest to school (e.g.) Show your child how fun activities and hobbies are related to what is taught in classes. For instance, hiking and fishing can be linked to biology; games and sports to health and physical education; and computer games to math.

Expose a student to the world of work at a very early age (e.g.) Even very young children can visit the work site with parents or understand simple descriptions about what people can do for a living.

Action steps for work based learning:

- ✓ **Field Trips** (organized group visits to work sites)
- ✓ **Job Shadowing** (short terms visits to a work site)
- ✓ **Mentorship** (a worker is matched with a student who shares similar career interests)
- ✓ **Internships** (extended placement in a work site)
- ✓ **Service Learning/Volunteering** (work as a volunteer on special projects which benefit the community)
- ✓ **Entrepreneurships** (students run their own business)
- ✓ **Youth Apprenticeships** (schools and employees team up to bring together classroom learning, formal on-the-job training and work experience leading to a certification of accomplishment for students 16 years and older)

Ten Tips To Prepare Your Child For a Successful Career

1. **Encourage** your child to investigate a variety of careers. Talk about work and your own job at the dinner table. Talk with friends and relatives about work when your children are present.

2. **Stress** to your child that school is their work and that attendance is important. You don't take a day off from work just because you feel like it and the same goes for school.

3. **Explore** with your child, without being judgmental, her or his personal talents, strengths, likes and dislikes.

What do you like to do?

What skills do you have?

Do you like being around people?

Do you prefer working outdoors or indoors?

Do you like to take things apart?

Do you prefer school courses with a lot of doing or with a lot of reading?

(The more children know about themselves, the easier it will be for them to recognize the careers that suit them best.)

4. **Help** your child experience, first hand, as many different work situations as possible. Through school, your employer, friends and relatives, encourage your child to take advantage of both formal and informal work exposure programs.

5. **Provide** as many opportunities as you can for your son or daughter to learn technology. Emphasize the importance of technology for success in the workplace. Give them a chance to take a hands-on look at the tools, techniques and skills involved in a range of technology careers.

6. **Encourage** your schools to expose students to career choices. Work through your parent-teacher organization or ask teachers and administrators directly to provide students with career fairs, field trips and class speakers who focus on careers and career paths. Go with your child to career fairs. Find out what career information is available through their school. Many schools maintain extensive career reference libraries, including computerized resources. See if your student's guidance counselor can give him or her a career interest test. Finding a career focus has a big payoff. If your child is doing well, a career focus

Ten Tips To Prepare Your Child For a Successful Career (cont.)

can make selecting a college and choosing a major easier. If your child is struggling in school, a career focus can add purpose to his or her studies and give grades a lift.

7. **Talk** to your child about a career as a goal of education. It's okay that children usually don't know what they want to do for the rest of their lives. What's not okay is avoiding thinking about future career goals altogether. Preparing for a career is part of what education is about. Don't let your son or daughter get shortchanged.

8. **Guide** your child toward acquiring skills. Every employment opportunity requires people to use both head and hand skills. Encourage your child to take courses that give him or her the opportunity to apply skills - like keyboarding, automotive technology, accounting, graphic design, construction, journalism, and marketing. These skills are equally important to both college-bound and non-college bound children.

9. **Give** your child responsibility, the more the better. Begin with jobs around the house or for a neighbor or an older relative. Young people need to learn that we all have to carry our own weight, that we're all important and that people rely on us to get things done.

10. **Suggest** that your child consider career opportunities that were once considered only for males or only for females. There are often excellent job opportunities are often available for persons entering nontraditional career fields. It may take extra commitment to cross gender lines, but there are rewards.

BONUS TIP!!!! Keep your sense of **humor**. No matter how hard we try to point our sons or daughters in the right direction, we can't live their lives for them. So keep your approach light. Be persistent in presenting opportunities; be relaxed in expecting outcomes. Avoid being judgmental.

Do's and Don'ts

Do

1. Express high but realistic expectations.
2. Make sure your student attends school regularly.
3. Encourage your student to take challenging courses.
4. Make sure your child completes all homework.
5. Help your child with class scheduling when possible.
6. Encourage a well rounded education, including academic and professional/technical courses.
7. Monitor out-of school activities, especially teen jobs.
8. Encourage volunteerism, job shadowing or internships if possible during high school.

Don't

1. Don't underestimate your child. Don't let your student do sloppy or incomplete work, either at home or at school.
2. Don't let your child skip school or duck obligations.
3. Don't think that grades are more important than skills.
4. Don't let anything come before your child's education.
5. Don't let your teen plan his or her class schedule at the last minute.
6. Don't let your student's education be lopsided; balance is the key.
7. Don't let your teen work more than 15-20 hours per week in a paid job.
8. Don't assume that an A or B grade proves your child has mastered skills.
9. Don't choose your teen's career.
10. Don't fill out forms for your child when he or she begins the application process for college.
11. Don't write your teens application essays.
12. Don't assume that your teen's future goals reflect on you. They don't.
13. Don't forget who is applying for college.
14. Don't automatically assume that a college degree guarantees success.

A Call to Parents, produced by Bellevue Community College Printing Services

Dreams...



A final thought...

Parents, **dream** with your child. Research indicates that the happiest people live according to their own values, with a clear sense of who they are. They expect to have a positive impact on the world and they view their work as meaningful. Rather than following a traditional “career path,” they create their own work life, starting with a dream, filling in with skills, and persisting until they get what they want.

The world of work is changing before our eyes. A four-year college degree no longer guarantees a high paying job. Gone is the near security of lifetime employment that our parents and grandparents enjoyed, with high wages, full benefits, pensions, and guaranteed retirement. American students today enter a work environment changed forever by machines and computers, by demands to make high profits, and by the ability to have goods produced and assembled in any country where the price is right and the workers are available.

Since there are no absolute tickets to lifelong security, the best strategy is to figure out a “bigger picture”. Children need to consider the talents they’re most proud of, the activities that give them the most pleasure, and the technical skills needed to do their chosen work. Then, they must look for a way to make a living with these interests, and with your encouragement follow through until they get there!

Source: *Information for Adults About the Future World of Work for Parents and Teens* , Susan Quattrociocchi, Ph.D. (www.pbs.org/jobs/money.html)

For More Information

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P. O. Box 671, 4 Dearborn Square
Kankakee, IL 60901
Phone: 815-929-2380 Fax: 815-935-8792

www.pathfinder.ikan.k12.il.us